



Title: Volunteer Coordinator/ Full-time

Summary Job Description: Coordinate a vibrant volunteer program that engages members of the community in the fight to end hunger. Strategically recruit, orient and develop volunteers with the skills needed to fulfill the organizational mission. Plan volunteer service opportunities, including short and long-term assignments, community work days, and organization-sponsored events. The Volunteer Coordinator also provides training and support to KLF program supervisors to help develop successful work teams.

Major Activities:

1. Coordinate a high quality volunteer program:
 - a. Identify volunteer opportunities within the scope of program and organizational needs;
 - b. Recruit, orient, assess and track the skills and interests of volunteers;
 - c. Assign volunteers and ensure on-going successful placements;
 - d. Manage program record-keeping, including
 - i. Job descriptions for each volunteer position,
 - ii. Computerized database for matching skills and needs,
 - iii. Program metrics including the satisfactory utilization and development of volunteers;
 - e. Recognize and celebrate the role of volunteers within the organization;
 - i. Recognition and support of volunteer time and work;
 - ii. Ongoing development and opportunities for volunteers,
2. Work with department directors and train program staff to identify volunteer needs and to ensure smooth transition of volunteers from initial recruitment to full engagement in volunteer service;
3. Collaborate with the Marketing and Communications Departments regarding events that require agency staff as well as volunteers;
4. Public speaking on behalf of the organization targeted at volunteer recruitment.

Job Qualifications:

1. Minimum of Bachelor's degree or equivalent relevant experience.
2. Demonstrated experience in the development and maintenance of effective volunteer programs.
3. Available to work some evenings/weekends.
4. Computer skills including experience with Microsoft Office.
5. Experience in public speaking on behalf of an organization.
6. Ability to understand and communicate clearly verbally and in writing.
7. Ability to work with a diverse volunteer and client population.

Please send a resume to Jennifer@kzoolf.org or by mail or in person to **Kalamazoo Loaves & Fishes**, c/o Jennifer, 901 Portage St., Kalamazoo MI 49001.

Deadline for application is August 9, 2013, by 4 pm.